

SPO ALERT

Date: 12/1/2021

To: State Agencies and Cooperative Members

From: State Procurement Office

Re: SPO Form 208 - Procurement Authority Sub-Delegation Report

The following form was updated on the SPO Intranet site within the [Resources > Standard Forms and Documents](#) section with the following information:

File	Update(s)
SPO Form 208 - Procurement Authority Sub-Delegation Report	<ul style="list-style-type: none">• 11/2021 revision date• Agencies are required to submit the form biannually on July 15th and December 15th as well as immediately whenever there is a change to personnel• "eProcurement System User Access Role" column was added to report procurement staff's role• If you recently received a PDF version, please no longer use it moving forward, as the format has been updated to an Excel spreadsheet (linked above).

Please note: In order to ensure that you are utilizing the most updated version, please refrain from saving the file (as it will be a static version). Instead, always refer to the link above to be confident you have the most recent version.

If you have any questions, please contact SPOCompliance@azdoa.gov.

Thank you,

SPO Compliance

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